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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

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DATE: 31 May 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 22 - 29 May

1. Administrative Procedures #66 ended on Friday, 25 May.
2. Operations Support #21 began on Monday with 28 students.
- 25X1 3. The schedule for Operations Support has been changed to include a seminar on the [] case and a one hour coverage of defector problems. The new training films had to be scheduled after hours because of the holiday 30 May.
- 25X1 4. OTR Personnel has been requested to make a formal request for the transfer of [] to this office.
- 25X1 5. Space for the Intelligence School as a whole was a matter of some discussion in the weekly staff meeting, a survey of building [] shows that the rooms not occupied in this building are Nos. 166, 200, 204, 213 and 218. Two members of the Administrative Training Branch are physically located in the R & S building. Room 151 is occupied by seven instructors and the square footage occupied by these seven instructors is 629 square feet, a large part of which is occupied by three large air conditioners. Two of these air conditioners service the auditorium and when the CSR is running, it is necessary that someone from that course constantly walk through Room 151 to adjust the machines.
- 25X1 6. A request for an electric bolt for the vault door was submitted 19 March 1956. Subsequent surveys, including one by [] and [] Security Officer, indicated that the electric bolt was not feasible, but that a door could be cut into the vault from Room 149. To date this work has not been started.
- 25X1 7. [] has indicated an interest in working for the Office of Training. I spoke with him in the office and arranged an informal interview for him with Mr. Baird on Monday, 4 June.
8. A second DDS Cable Refresher was run 29 May for Security and Medical personnel.

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